



Non-Merit Job Vacancy Announcement

SENIOR ASSOCIATE, ACADEMIC AFFAIRS

Pay Grade:		Position Type:	Full Time
Salary or Range:	56,000	Work Schedule:	Monday - Friday
FLSA Designation:	Exempt	Work Week:	37.5 Hours

Agency: Council On Postsecondary Education
Work Address: 1024 Capital Center Drive, Suite 320, Frankfort
Work County: Franklin

AGENCY COMMENTS:

The Senior Associate will work within the division of the Vice President and Academic Affairs to assist with student success and college readiness initiatives, and will take a lead role in collaborations with the Kentucky Community and Technical College System and other key educational stakeholders.

DESCRIPTION OF JOB DUTIES:

Duties and Responsibilities:

Collaborate with senior leadership and other academic affairs staff to implement strategies to increase college readiness and student success, including Senate Bill 1 (2009) initiatives.

Assume a lead role in the Council's academic affairs collaborations with the Kentucky Community Technical College System Office and KCTCS institutions in order to increase student success among community and technical college students.

Facilitate collaborations aimed at improving college readiness and student success by serving as a liaison to the Kentucky Department of Education and other education stakeholder groups.

Coordinate targeted professional development opportunities for statewide stakeholders, including symposia, workshops, and other meetings.

Conduct periodic research into academic affairs initiatives and provide Council leadership with policy suggestions and background information.

Produce research and data presentations for Council staff and other stakeholders.

Monitor legislation and legislative activities related to postsecondary student success, college readiness, and other higher education issues.

Assist in the Council's efforts in areas of transition between P-12 education and postsecondary education, including initiatives such as dual credit, dual enrollment, and bridge programming, and including transitions into postsecondary career and technical education.

Assist in approval of new academic programs and review of existing programs as needed.

Assist with implementation of grant programs related to college readiness, student success, and academic affairs.

Perform other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Master's degree with three or more years of responsible experience on a college/university campus

Preferred: Doctoral or other terminal degree

EXPERIENCE:

Experience with teaching and/or administrative functions in a higher education environment;

Strong communication and interpersonal skills with a desire to work as part of a team and to interact with multiple constituencies of the higher education community;

The ability to prioritize competing demands in a changing, collaborative environment;

Strong follow-through skills and attention to detail, especially under deadline pressures; and

A mix of strong analytical, research, writing, and communication skills.

Preferred: Experience with community college teaching and/or administration

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NA

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 11/14/2016)

[Posted on: 10/25/2016]

Interested applicants should send a letter of application specifically addressing the responsibilities and qualifications of the position; a curriculum vita or resume; and, the names, titles, and contact information (phone and email) for at least four professional references to:

Rebecca Bowman, Human Resources
Kentucky Council on Postsecondary Education
1024 Capital Center Dr., Ste. 320
Frankfort, KY 40601
Rebecca.Bowman@ky.gov

Contact Name: Rebecca Bowman

Contact Method: rebecca.bowman@ky.gov

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.